

National Fire Incident Reporting System (NFIRS) Grant Program Application and Guidelines



State of Washington

Washington State Patrol

Office of the State Fire Marshal

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I. Introduction

The Office of the State Fire Marshal (OSFM), through the Washington State Patrol, is inviting applications for hardware, software, and funds for Internet access to support the use of National Fire Incident Reporting System (NFIRS) version 5.0 within Washington State.

OSFM has received a Technology Opportunities Program Grant from the U.S. Department of Commerce to purchase personal computers, NFIRS 5.0 software, and fund Internet access for fire departments and fire districts within Washington State to assist with migration or reporting into the NFIRS 5.0 federal database. OSFM will provide personal computers, and funding for software and Internet access to assist regions, counties, multi-agencies, or individual departments/districts in accomplishing this goal.

- Personal computers awarded to grant recipients shall be purchased through the Washington State Patrol and delivered directly to the grant recipient.
- An approved vendor list offering NFIRS 5.0 software shall be provided to grant recipients from whom they shall select a software vendor at their discretion. WSP may advance up to \$150.00 for the purpose of purchasing software. (Software must be selected from the approved vendor list).
- Grant recipients may select a local Internet access service provider at their discretion; WSP may advance to grant recipients up to \$20.00 per month up to one year at a time for Internet service access.

WSP may provide either a personal computer, funding for software, and/or funding for Internet access services necessary for a single workstation for each reporting organization. Requests for multiple workstations at the same location will not be considered.

The deadline for applications is **October 31, 2002**. The grants shall be awarded by November 31, 2002.

II. Eligibility

All fire departments, and fire protection districts are eligible to receive funding and equipment through this grant program. Equipment and funding will be provided based on the need of each applicant.

Organizations may submit applications individually or for multiple agencies. However, if an application is submitted for multiple agencies, one agency must be the primary point of contact for the grant. Applications must include letters of support signed by heads or chairs of organizations proposed to receive support in the application.

III. Grant Recipient Responsibilities

- a. *NFIRS Reporting.* Grant recipients who receive funding and/or equipment through this program will be required to submit monthly NFIRS reports for their respective jurisdiction to OSFM for a minimum of 5 years. (Funding for Internet service will only be provided through September 30, 2004; equipment purchased through the grant will remain the property of the grant recipient.)
- b. *Financial Reporting.* WSP may advance funds to grant recipients to allow the timely payment of vendors for software and Internet access services. WSP may advance funds for up to one year at a time; at the conclusion of that year grant recipients must provide evidence of each purchase with grant funds and refund any remaining grant dollars to WSP. Grant recipients will also be required to maintain inventory control of any equipment provided under this grant program, and may not dispose of or move this equipment without the express written consent of OSFM.
- c. *Acceptable Use.* Grant recipients must have a written and enforced acceptable Internet use policy that prohibits the access and viewing or downloading of material containing any of the following:
 - Obscene or pornographic materials.
 - Information that denotes discrimination of age, gender, race, creed, color, religion, sensory, mental, or physical disability, national origin, or sexual preference.
 - Sexual harassment or sexual misconduct.
 - Personal political beliefs or political campaign activities.
 - Personal business interests.
 - Any unlawful activity, including copyright and trademark infringement.

This list of examples of prohibited access is not intended to be exhaustive, merely illustrative of prohibited activities. SFMO must receive a copy of the grant recipient's acceptable Internet use policy prior to receiving any support through this grant program.

Should any grant recipient violate these requirements, WSP reserves the right to recover any equipment transferred to the grant recipient, and require the repayment of all grant funds to WSP.

- d. *Equipment serial numbers.* Grant recipients must provide the serial number listed on the computer provided through this grant to the Application Coordinator within 30 days of receipt of equipment.
- e. *Set-up time line.* Grant recipients will have 30 days from the receipt of equipment to begin reporting monthly NFIRS 5.0 data to the OSFM. Requests for assistance and/or training can be made through the Application Coordinator.

IV. How to Apply for Grants

- a. *Application Coordinator.* Any oral communications will be considered unofficial and non-binding on the State of Washington. Applicants should rely only on written statements issued by the Application Coordinator:

Ms. Anjela Foster, Chief Deputy State Fire Marshal
Office of the State Fire Marshal
PO Box 42600
Olympia WA 98504-2600

Physical Address:
General Administration Building, 1st Floor
210 - 11th Street
Olympia, WA

Telephone: (360) 753-0493
Fax: (360) 753-0395
E-mail: afoster@wsp.wa.gov

- b. *Facsimile Communications.* You may use facsimile communication (fax) for all communications EXCEPT THE APPLICATION PACKAGE.
- c. *Delivery of Application.* Submit one (1) signed original and three (3) copies of your application package to the Application Coordinator at the address specified above.
All required documents must be received by the Application Coordinator no later than 4:30 p.m. local time on Thursday, October 31, 2002.

VIII. Evaluation of Applications: A review team consisting of staff from OSFM and WSP will evaluate and rank proposals according to the priority listed below:

- a. Rural fire service organizations that do not currently submit any NFIRS data.
- b. Rural fire service organizations that submit NFIRS reports by hard copy (non-electronically).
- c. Other fire service organizations that do not submit NFIRS data.
- d. Other fire service organizations that submit NFIRS reports by hard copy (non-electronically).
- e. Other fire service organizations that can demonstrate a need for support through this program.

X. General Provisions

- A. Cost of Application Preparation: The State of Washington will not be liable for any costs incurred by the applicant associated with the preparation of the application.
- B. Waiver of Minor Irregularities: WSP reserve the right to waive minor irregularities contained in grant applications.

- C. Failure to Comply: Applicants are specifically notified that failure to comply with any part of the application may result in rejection of the application as non-responsive.
- D. Application Amendments: WSP reserves the right to amend this application. WSP will mail any amendments issued to all applicants who requested the application. If a conflict exists between amendments, or between an amendment and the application, the document issued last shall take precedence.
- E. Authority to bind the State of Washington: The Chief of the Washington State Patrol and his/her designated representatives are the only people who may legally commit the State of Washington to grant agreements resulting from this application. **The grantee shall not incur, and the State of Washington shall not pay, any costs incurred before a grant agreement is fully executed.**
- F. Public Disclosure: Material submitted in response to this grant application shall become the property of the State of Washington. All applications received shall remain confidential until the grant(s), if any, resulting from this application is signed by WSP and the applicant; thereafter the proposals shall be deemed public records as defined in RCW 42.17.250 to 340.

In the event an applicant desires to claim that portions of its application are exempt from disclosure under the provisions of RCW 42.17.250 to 340, it is incumbent upon the applicant to identify those portions in a transmittal letter. The transmittal letter must identify the page and particular exception(s) from disclosure upon which it is making its claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "confidential" printed on the lower right hand corner of the page.

WSP will consider an applicant's request(s) for exemption from disclosure. However, WSP will make a decision predicated upon applicable laws. An assertion by an applicant that an entire volume of its application is exempt from disclosure will not be honored. A charge will be assessed for copying and shipping of requested materials as outlined in RCW 42.17.300. No fee shall be charged for inspection of grant files, but twenty-four (24) hours notice to WSP is required. Requests for information should be addressed to the Application Coordinator.

Application Checklist

Information provided in the following questionnaire will be the basis for your application's evaluation. Before completing the questionnaire, please read Section II, Eligibility for Funding, to ensure you meet the eligibility requirements.

Use the boxes throughout the document as a checklist for developing and completing your grant application.

Please submit your application in this order:

- ☐ The Application Cover Sheet serves as your application cover letter. **Do not submit additional cover letters.**
- ☐ Application Questionnaire
- ☐ Letters of Support from any additional organizations outside of the applicant proposed to receive support under the grant application. *Letters of support must be signed by heads or chairs of additional organizations proposed to receive support in the application.*

**NFIRS GRANT PROGRAM
APPLICATION COVER SHEET**

1. Applicant name and address: 	2. Contact person for this application, title, address, phone number and fax:
3. Applicant Federal Taxpayer Identification Number:	
4. Other agencies proposed for support in application: 	
5. Type of support requested in this application: <input type="checkbox"/> Personal Computer <input type="checkbox"/> NFIRS Software <input type="checkbox"/> Internet Service Access	
6. Does your organization provide EMS transport services? <input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Attachments: <input type="checkbox"/> Application Questionnaire <input type="checkbox"/> Letters of Support <input type="checkbox"/> Internet Acceptable Use Policy (if published)	
8. I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT, THAT I AM AUTHORIZED TO SIGN AND SUBMIT THIS INFORMATION ON BEHALF OF THE APPLICANT. If the signatory is not a board chair, city manager, county executive, tribal chair, board of commissioners chair, chief, etc., a resolution authorizing the signatory to sign on behalf of the public body must be attached. <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 25%; border-top: 1px solid black; text-align: center;">PRINTED NAME</div><div style="width: 25%; border-top: 1px solid black; text-align: center;">TITLE</div><div style="width: 25%; border-top: 1px solid black; text-align: center;">SIGNATURE</div><div style="width: 25%; border-top: 1px solid black; text-align: center;">DATE</div></div>	

**NFIRS GRANT PROGRAM
APPLICATION QUESTIONNAIRE**

Applicant Name: _____

Current NFIRS 5.0 Reporting Status:

Paper Reporting	_____
Not Reporting	_____
Other (Specify)	_____

Applicant Statement of Need: (Please specify actual need for equipment. i.e.: budget restraints, etc.)

Does your department have an existing Acceptable Internet Use Policy: Yes _____ No _____

What level and type of support will you need to report your data to the OSFM:

Please explain the benefit and expectations you hope to achieve through this grant program:
